

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Date Department of Education Application Number Office of State Schools & Special Serves. 312 State Office Building Date Received **Date Completed** Application Number Atlanta, GA 30334 MAY 1 8 1981 MAY 28 1981 Telephone Number 2. Person to Contact **Working Title** Michael D. Elliott Coordinator 656-2537 3. Action Requested a.

□ Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c. XX Amend Application No. 81-263 Check One: X Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest 1976 To date ALABAMA DEAF-BLIND PROJECT (Title VI-C) FILES What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: No Change File is arranged: How often are records referred to which are: 8. Monthly Reference Rate ____; Seven to twelve months old ______; Thirteen to twenty-four months old ______; One to six months old ____ twenty-five months and older 🗀 9. Annual Rate of Accumulation of Records ____; Legal-size drawers _____; Shelves _____; Other (specify) _____ Lefter-size drawers __

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(Over)

YES	NO	10. Questionnaire	(Place an "X	" in the proper co	olumn)					
		a. Is this the office					٠.			
 -		b. Does the series	contain confide	ential information	requiring s	security handling? If yes, cite I	aw or regulati	on.		
	 	c. Is this a vital re		· .			- u			
	 	d. Does this series		or long term rese	arch value?					
		e. When one or tv	vo documents ir	n the file make it	necessary to	o keep the entire file for a long	period, could	these		
		f. Is the informat	ion contained ir	ateryr 1 this series ever r	 published?	If yes, attach copy,				
	7	g. Is the informat	ion contained in	n this series ever a	nalyzed and	d/or recorded in a summarized r	report?			
ļ		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.								
		If yes, where?				ther office or agency?		•		
		i. Is this series (o	r a major portio	n of it) regularly	microfilme	d?	<u> </u>			
-		1 j. Does the record	d series result in	a computer print	tout?		·			
11.	Retent	tion Requirements	The	following requir	es the series	to be kept:	41	•		
	a. Sta	te Law		years.	d.	Audit period		years.		
	b. Sta	tute of limitation		years.		Administrative need		years.		
	c. Fed	deral law		years.	f.	Federal retention instructions		years.		
	A eta ab									
ŀ	Attacn	copy or excert of la	iws or regulation	rs. Explain admii	nistrative ne	ed.	• .	en e		
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12.	Approv	ved Disposition Instr				ne file series be cut off at the end	d of each:			
				Calendar Year A	Fiscal Yea	ar; 🗆 Other	<u></u>	then,		
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	□ Tra Ž Tra Ž Des □ Tra	nsfer to local holding Insfer to State Record	area g area; hold ds Center; hold	_month(s)1 year(s); 4yea	year ; then					
	□ Tra Ž Tra Ž Des □ Tra	ansfer to local holding insfer to State Record stroy, insfer to State Archiv	area g area; hold ds Center; hold	_month(s)1 year(s); 4yea	year ; then					
	□ Tra Ž Tra Ž Des □ Tra	ansfer to local holding insfer to State Record stroy, insfer to State Archiv	area g area; hold ds Center; hold	_month(s)1 year(s); 4yea	year ; then					
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	□ Tra Tra Tra Tra Tra Oth	insfer to local holding insfer to State Record stroy. Insfer to State Archiver (Specify) instructions apply to	g area g area; hold ds Center; hold ves for permaner	month(s)1year(s),4year nt retention.	r(s); then Records N	ries. Management Officer (Signature) Ken L. Banny	1 21 dner	Date S-15-81		
Agen	☐ Tra Tra Tra Tra Oth These i	insfer to local holding insfer to State Record stroy. Insfer to State Archiver (Specify) instructions apply to add/perignee (Specify)	g area g area; hold ds Center; hold ves for permaner	month(s)1	r(s); then Records N	ries.	1 21 dner	Date		
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AR-50-71; Rev. 76

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Change;
Supercede;
Void c. Amend Application No. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Alabama Deaf-Blind Project (Title VI-C) files 1976 to date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Office of State Schools and Special Services is responsible for administering the five state schools, (Atlanta Area School for the Deaf, Georgia School for the Deaf, Georgia Academy for the Blind, North Georgia Technical and Vocational School, and South Georgia Technical and Vocational School) and for administering Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Habilitation Act of 1973, and Title VI-C, P.L. 91-230. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Administering the program for deaf-blind children in the State of Georgia as mandated by P.L. 91-230. Included are: Project reports from funded projects, fiscal data, and related data and correspondence. File is arranged: Chronologically by fiscal year; thereunder by project name. How often are records referred to which are: 8. Monthly Reference Rate One to six months old _____; Seven to twelve months old ____; Thirteen to twenty-four months old ____ twenty-five months and older___ 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 1 CU. ft

	·			*						
YES NO 10. Questionnaire	(Place an "X" i		lumn)							
E X	a. Is this the official copy of the series? If not, where is it?									
^ P.L.	b. Does the series contain confidential information requiring security handling? If yes, ofte law or regulation. P.L. 93-380, Sect. 513									
	X c. Is this a vital record?									
	X d. Does this series have historical or long term research value?									
NA documents be s	1 Opcuments be scheduled separately?									
X f. Is the informat	f. Is the information contained in this series ever published? If yes, attach copy, portions partially published									
	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. by Federal Government h. Is there a duplication of this series in your office, or in another office or agency?									
X If yes, where?	X <u>If yes, where? Federal Government</u>									
1 13 (11)3 361 163 (O)	<i>r a major portion (</i> d series result in a			<u> </u>						
11. Retention Requirements	•		out?							
		.								
a. State Law		•	·	years.						
b. Statute of limitation	5	years.	e. Administrative need f. Federal retention instructions 5	years.						
c. Federal law		years.	f. Federal retention instructions5	years.						
Attach copy or excert of la	ws or regulations.	Explain admin	histrative need							
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12. Approved Disposition Instr			ends that the file series be cut off at the end of each: Fiscal Year: Other	then,						
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify)	ds Center; hold	year	then (s); then							
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These instructions apply to	all prior and futu	ire accumulation	ns of the series.							
Agency Hand/Danignee /Signat	tūre)	Date	Records Management Officer (Signature)	Date						
ME, 11-12/		1-20-81	7.1 01 00	1/ 2001						
L. A. Lulle	9		Walker J. Danngardner	4-20-81						
	7		State Records Committee (Signature)	Date						
Recommendations in para-										
graph 12 are approved.	State Audito	r/Designee	mos Line	15-1-51						
(If disapproved, attach letter of explanation.)	Secretary State/Designee		Carroll Hart	4-28-8						
	Attorney Gene	eral/Designee	All Shell	J-4-81						
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